D2L Brightspace
Learning Management System (LMS)
D2L Brightspace®
Learning Management System (LMS)

Contents
Introduction ...................................................................................................................................... 3
Objectives ........................................................................................................................................ 3
First Time Access to D2L Brightspace ....................................................................................... 4
The Minibar ................................................................................................................................... 5
  My Home ...................................................................................................................................... 5
  Select a Course ............................................................................................................................. 5
  Alerts ........................................................................................................................................... 5
    Message Alerts .......................................................................................................................... 6
    Update Alerts ............................................................................................................................ 6
    Subscription Alerts .................................................................................................................... 6
Personal Settings .......................................................................................................................... 7
  Changing the View ....................................................................................................................... 7
  Editing Your Profile ..................................................................................................................... 8
Notifications .................................................................................................................................... 10
Account Settings .......................................................................................................................... 11
Support Contacts .......................................................................................................................... 18
Introduction

The University System of Georgia provides D2L Brightspace as the preferred Learning Management System (LMS) for its faculty. This excellent tool for instructors provides an online environment that can be an extension of the brick and mortar classroom or an all-encompassing virtual classroom. This guide is intended to give you a broad overview of D2L Brightspace User Interface.

Objectives

The following objectives are covered in this document

- Know how to access D2L Brightspace
- Be familiar with the layout and ability to navigate the user interface (UI)
- Set up profile preferences and notifications
- Access to course and course tools
- Know how to log out to secure account

Prerequisites

The following list any requirements that are needed before you begin this training guide.

- Have a computer with Chrome or Firefox installed
- Set up your MyABAC account
First Time Access to D2L Brightspace

To access D2L Brightspace for the first time navigate to https://abac.view.usg.edu where you will be prompted for your credentials. Your **USERNAME** in D2L is your MyABAC username (everything before the @ in your email address). Many times users report needing to use the **FORGOT PASSWORD** link to get a link to reset their password sent to their email.

Clicking the **LOGIN** button will take you to your homepage.
Now that you have gained access to D2L Brightspace, it is recommended that you update your credentials in MyABAC. For information on how to update credentials in MyABAC refer to the MyABAC GETTING STARTED GUIDE found in the handouts of the New Faculty Orientation page.

The Minibar

The MINIBAR provides constant access to many features of D2L Brightspace such as the home page, course selection, message, updates, subscription alerts and your personal settings.

My Home

Clicking on MYHOME will bring you back to the homepage.

Select a Course

SELECT A COURSE will open a drop down providing access to your courses up to 10 at a time. If you have more than 10 courses you can click load 10 more courses at a time. You can choose to pin courses to the top with the PUSH PIN ICONS. This menu allows you to switch back and forth between courses without returning to the home screen.
Alerts

Figure 6- Alerts Icons

Message Alerts

You will immediately know when you get a new email because a red dot will appear on the MESSAGE ALERT icon.

Figure 7- Message Alert Icon

Clicking on the MESSAGE ALERT Icon will give you access to the email information and a link to view your email.

Figure 8- Message Notifications

Update Alerts

A red dot on the UPDATE ALERT icon signals that you have new news items, new grade items and upcoming dates for uncompleted tasks.

Figure 9- Update Alert Icon

Subscription Alerts

A red dot on the SUBSCRIPTION ALERT icon indicates updates for topics and forums you have subscribed to in discussions.

Figure 10- Subscription Alert Icon
You can click on the discussion topic link from the dialog box that appears when you click on the **Subscription Alert** icon.

![Subscription Notifications](image1.png)

**Figure 11- Subscription Notifications**

**Personal Settings**
Clicking your name on the far right of the **Minibar** expands the **Personal Settings** menu. This menu lets you change from instructor to student view, set up your personal profile, email and text notifications, account setting and a way to log out of D2L.

![Personal Settings Menu](image2.png)

**Figure 12- Personal Settings Menu**

**Changing the View**
While designing a course in D2L you might wonder what the course looks like to your students. You can change your user interface (UI) from **Instructor View** to **Student View** and back again at any time. To change the view, click on your name from the **Minibar**, then click the **Change** link and select the view you wish to be active in the drop-down menu.

![Changing the View](image3.png)

**Figure 13- Changing the View**
To switch back to simply click the X next to the view indicator after clicking your NAME in the MINIBAR.

![Figure 14- Returning to default view](image)

Note: This is only available when you have a course selected.

**Editing Your Profile**

Editing your profile can add social presence to your online class environment which has been shown to foster student engagement. Don't be afraid to let your personality shine.

From the MINIBAR click your NAME.

![Figure 15- Minibar Name](image)

In the drop-down menu click PROFILE.

![Figure 16- Name drop-down menu](image)
The **Edit My User Profile** page appears. All fields are optional so you can pick and choose what you want to share with your students.

![Edit My User Profile](image)

**Figure 17- Edit My User Profile**

You can personalize your profile with a photo by clicking the **Change Picture** button.

![Change Picture Button](image)

**Figure 18- Change Picture Button**

In the **Select a Profile Picture** window, click the **Upload** button and navigate to your picture on your desktop or in your D2L locker. Then click **Add**.

![Upload Profile Picture](image)

**Figure 19- Upload Profile Picture**
When you have added your picture and the personal information that you want to share, click **Save and Close** at the bottom of the page to complete your profile.

![Image of a profile page with options to add personal information and social networks.](image1)

**Figure 20- Save and Close Profile**

**Notifications**

You can control how you receive notifications about activity in your courses and how often you receive a periodic summary of activity, or receive instant notifications as things happen. You can also set your methods. Follow these steps to modify your notification settings.

From the **Minibar** click your **Name**.

![Image of a minibar with a dropdown menu.](image2)

**Figure 21- Profile Name**

In the drop-down menu click **Notifications**.

![Image of a profile menu with a highlighted 'Notifications' option.](image3)

**Figure 22- Profile Menu**
The **NOTIFICATIONS** options page appears. You can modify any of the settings and click **SAVE** when finished.

![Notifications Options](image)

**Account Settings**

Additional account setting can be modified such as general settings, discussions and email settings. Each of these settings are adjusted under **ACCOUNT SETTINGS**.

From the **MINIBAR** click your **NAME**.

![Profile Name](image)

In the drop-down menu click **ACCOUNT SETTINGS**.
The **ACCOUNT SETTINGS** page appears. Three tabs divide this content. In the following sections will start by clicking on one of these tabs. You can modify any of the settings and click **SAVE AND CLOSE** when finished.

![Account Settings Page](image)

**General Settings- Password Update**

Under the **ACCOUNT SETTINGS TAB** you can update your password. Click the **CHANGE PASSWORD** link.

![Account Settings Tab- Change Password](image)
The **CHANGE PASSWORD WINDOW** appears and you are asked to enter your old password, new password and confirm the new password before clicking **SAVE**. Passwords must be at least 8 characters long.

![Change Password Window](image)

**Figure 28- Change Password Window**

**Font Settings**

Under the **ACCOUNT SETTINGS TAB** you can choose the font that is used for D2L. Scroll down until you see **FONT SETTINGS**. Use the drop-down menus to select a **FONT FACE** and **FONT SIZE**. Below the menu you can preview your selection. Click **SAVE** when you are finished modifying these settings.

![Font Settings](image)

**Figure 29- Font Settings**
Online Status
When working in D2L you can toggle your visibility on or off. Under the ACCOUNT SETTINGS TAB you will find two radio buttons under the menu title SIGNING IN where you can APPEAR ONLINE when signed in or for more privacy you can ALWAYS APPEAR OFFLINE. Click SAVE when you are finished modifying these settings.

Discussion Settings
In D2L Brightspace you will most likely create discussions for your students. There are a few settings that can be modified globally. Under the DISCUSSIONS SETTINGS TAB you can adjust these settings. Don’t forget to click the SAVE button to confirm your settings.
Email and Signature Settings

You can also adjust the global email settings within D2L Brightspace. The Email Tab under Account Settings will allow you to adjust your general email options such as saving copies, attaching a signature, and display settings. Again, when you are finished modifying the settings click Save.

Figure 32 - Email Settings
Courses within D2L Brightspace

As with any LMS the main feature is the course. This section will explain how to access Courses in D2L Brightspace and the tools available in those courses.

Accessing a Course

To access a course click **SELECT A COURSE** in the **MINIBAR**.

![Select a Course](image33.png)

Figure 33- Select a Course

Click the course you wish to access and your course homepage will display.

![Select a Course Dropdown](image34.png)

Figure 34- Select a Course Dropdown

When in a course you can select a new course, or navigate to the home page from the **MINIBAR**. It is recommended to avoid using the browsers back buttons to navigate in D2L Brightspace.

Course Tools

When you have selected a course, you can see the default course tools links under the name of the course as indicated below.

![Course Tools](image35.png)

Figure 35- Course Tools

Below is a brief description of each tool

- **Course Home** - Regardless of which page you are viewing within a specific course, this link will always bring you back to the Course Home Page
- Manage content for your course. You can edit, copy, move and delete topics and modules.

- Set up discussions for your class to post threads on topics you create or respond to other students.

- Students submit papers and assignments to the Dropbox to be graded

- Create assessments for your students.

- Provides a list of students enrolled in your D2L Brightspace class. Within this view you can email or assess individual student progress.

- Post grades for student assignments

- Create chat rooms for office hours or group collaboration on various topics.

- Track attendance for activities in your course by creating a register


- Access to the full list of course administration tools, including Import/Export, File Management, awards and Groups.

Other tools in the class can be accessed through headers on the homepage. Click the down arrow next to these headers to access the tool.

![News tool](image)

**Figure 36- News tool**

**Logoff D2L Brightspace**

When you are finished with D2L Brightspace there are two ways to logout. The first way covered briefly in the MINIBAR discussion, is to click your NAME in the MINIBAR and choose LOG OFF from the drop-down menu. Or clicking the LOG OUT button under the MINIBAR.
Support Contacts
At ABAC our goal is to provide you with the tools and resources you need to educate your students. If you need additional support or training, please contact us.

ABAC Faculty Support
Chris Daniels, Educational Technologist
Baldwin Library 208
229-391-5258
cdaniels@abac.edu

ABAC Student and Faculty Help Desk
Office of Technical Services
Baldwin Library 221
229-391-5400
TechSupport@abac.edu